

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

September 25, 2023
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Monday, September 25, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:04 p.m. Councilmembers Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Councilmember Bryce Butcher was absent. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

The Council discussed the proposed 2024 Property Tax Values provided by Crow Wing County. The preliminary total tax capacity of the City increased from \$4,287,453 to \$4,684,269. The tax levy increase last year was 12% with minimal impact to property taxes. Projected values indicate 2024 property taxes would decrease with a tax levy increase of up to 6%. The target used for the proposed preliminary budget was a 12% increase. Property tax increases for a 12% property tax levy were reviewed.

The United States Treasury released additional eligible use categories for American Rescue Plan Act (ARPA) funds, including emergency relief from natural disasters, Title I projects, and surface transportation infrastructure. The deadline to obligate unused ARPA funds to an eligible use is December 31, 2024. There was a discussion regarding using the funds to purchase electronic speed signs and to pay engineering fees for bridges.

The Council reviewed bonds and other long term debt. The City's bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 Sewer Revenue. The debt service funds need to have adequate balances at year end to make the bond payments in January of the following year. Projected debt service fund balances at year end 2024 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$46,908.75
Fund 304	Recommended levy addition of \$22,000 (Ehlers recommended \$15,977.11)
Fund 602	Recommended levy addition of \$99,387.13 with additional \$35,000 for sewer maintenance for new liftstation pumps, repair to the rapid infiltration basin pipes, and repair to the pond riprap (Ehlers recommended \$64,387.13)

The City's long term debt requirements in 2024 include lease payments for a fire truck for \$34,664.96, SCBAs for \$15,944.03, and Custom Fire Pumper truck for \$44,900.

The proposed 2023-2027 Capital Improvement Plan (CIP) Projects by Funding Source spreadsheet was reviewed. The proposed plan as presented would require budget funds of \$601,108.99. With a budget increase of 12%, \$330,000 would need to be cut. The federal excess property program could be utilized to purchase a generator for the Fire Hall. Items to be purchased in 2024 using saved funds include a generator for the Fire Hall and benches, flagpoles and block markers for the new cemetery. The CIP includes bond funds of a rough estimate of \$625,000 for a proposed roads project. The CIP also includes possible Sourcewell Community Impact Fund grant funds for a generator for City Hall, electronic speed signs, and upgrade of the Hall Council Chambers audiovisual equipment. The grant utilizes a lottery system for approval. The CIP item for a brush rig includes \$44,000 as a placeholder for the possible Fire Relief benefit level increase and additional first responder members. Proposed revisions to the CIP for 2024 include the following:

Shop – 12,000 lbs. Two Post Hoist	\$12,000 moved to 2025
Shop – Plasma Cutter	\$2,000 moved to 2025
Shop – Sweeper Vacuum	\$10,000 moved to 2025
PZ – Desk	\$1,500 moved to 2025
Library – Security Camera	Reduced to \$500 and moved to 2025
Fire – Turnout Gear/Ice Rescue Suits	Reduced to \$5,000
Fire – Radios	Reduced to \$5,000
Fire – Expander Tool	Reduced to \$15,000 and moved to 2025
1 st Resp. – Radios	Reduced to \$5,000
Park – Resurface of Tennis/Pickleball Court	Reduced to \$0
Park – Baseball Field Dugouts Roof Repair	Addition of \$5,000
Park – Baseball Field Scoreboard	Reduced to \$0
Park – Biking/Hiking Emily State Forest Trails	Reduced to \$0
Police – Replacement of Squad Car	Reduced to \$0

Police – Computers: (2) Office	Reduced to \$0
Roads – Street Improvements	Reduced to \$0
Roads – Maintenance 1 Ton Pickup with sander	\$35,000 moved to 2025
Roads – Grader	Reduced to \$25,000
Roads – Backhoe Tractor or attachment	Reduced to \$30,000
Shop – Blacktop Aprons	\$30,000 moved to 2025

The proposed 2024 Preliminary Budget total after revisions was \$1,816,805.47. The CIP revisions resulted in the proposed 2024 Preliminary Budget being over budget by \$45,000 with a tax levy increase of 12%. The proposed budget includes cost share with the City of Fifty Lakes of \$4,431.60 for 50% of the remaining balance of the County Road 136 siren after grant funds. The road project bonding costs for Ehlers could be rolled into the bond, so are not included in the proposed budget. An estimated \$5,000 is included in the proposed budget to repair the dugout roofs. An estimated \$21,000 is included in the proposed budget to upgrade the Council Chambers audiovisual equipment, if a grant is received.


The proposed 2024 Preliminary City Tax Levy was at a target of a 12% increase for \$1,468,597.58.

MAYOR JONES MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 8:15 p.m.

Respectfully submitted,

Attest:


Cari Johnson, MCMC
City Clerk/Treasurer


Tracy Jones
Mayor